

How to Add a Contributor to a Course

Step 1

- On the “Cover Info” tab, scroll down to the “Proposal Details” section and click on “Add Additional Contributors”

Proposal Details

Author(s)
Rebecca Rios
Add Additional Contributors

Proposal Start *

Submission Rationale *

Attachments
Upload files (if necessary) for the course approval process.
You need to name and save the workflow once to upload files.

Step 2

- The “Role” box must be filtered to the contributors role
 - For example, you want to add a faculty, department coordinator (chair), division secretary, etc.

Collaborators

Shared with

Rebecca Rios

Available Users

Role

(DELETE) Skoug, Dennis
Abbruzzese, Mark
Abing, Joseph
Aboulian, Annie
Acheson, Mike
Acosta, Alva
Acosta, Pauline
Acosta-Licea, Jennifer
Acuna, Robert
Adkins, Paris

← Previous **1** Next →

← Previous **1** 2 3 4 5 Next →

Step 3

- **Type the contributor's name on the text box and click on their name**
 - **Their name will move under you name indicating that they have been added.**

The screenshot shows a window titled "Collaborators" with a close button in the top right corner. It is divided into two main sections: "Shared with" on the left and "Available Users" on the right. The "Shared with" section has a search input field and a list of names: "Rebecca Rios" and "Serwin, Lynn", with the latter highlighted in yellow. The "Available Users" section has a "Role" dropdown menu set to "Faculty" and a search input field containing "serwin", with a yellow highlight under the text. At the bottom of each section are navigation buttons: "Previous", "1", and "Next" for the left section; and "Previous", "1", "2", "3", "4", "5", and "Next" for the right section.

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Step 4

- **Click “Close”**
 - **The contributor name will appear under “Authors”**

The screenshot shows a "Proposal Details" form. The "Author(s)" field contains the names "Rebecca Rios" and "Serwin, Lynn", with "Serwin, Lynn" highlighted in yellow. Below this field is a button labeled "Add Additional Contributors". To the right of the author field is a "Proposal Start" dropdown menu with the text "-- Choose Starting Term --". Further right is a "Submission Rationale" text area with the placeholder text "Submission Rationale". Below the author field is an "Attachments" section with the text: "Upload files (if necessary) for the course approval process. You need to name and save the workflow once to upload files."

To remove the contributor:

- Click on “Add Additional Contributors” button
- Click on the person's name
- Close

Contributor(s) can access the course through their eLumen inbox.